

**DEPARTMENT OF HEALTH AND FAMILY SERVICES
DIVISION OF HEALTH CARE FINANCING
ADMINISTRATOR'S MEMO SERIES**

NOTICE: 03-01

ISSUE DATE: 03/25/2003
DISPOSAL DATE: ONGOING
RE: NEW DEPARTMENT OF
HEALTH AND FAMILY
SERVICES/DIVISION OF
HEALTH CARE FINANCING
ADMINISTRATOR'S MEMO
SERIES

To: County Departments of Human Services Directors
County Departments of Social Services Directors
Tribal Chairpersons/Human Services Facilitators
Tribal Economic Support Directors

From: Mark B. Moody
Administrator
Division of Health Care Financing

PURPOSE

The purpose of this memo is to announce a new Department of Health and Family Services (DHFS), Division of Health Care Financing (DHCF) Administrator's Memo Series.

BACKGROUND

The 2001-2003 biennial budget bill, 2001 Wisconsin Act 16, authorized the transfer of the administration of Medicaid eligibility from the Department of Workforce Development (DWD) to DHFS effective July 1, 2001. Act 16 also transferred responsibility for the Food Stamp program and Income Maintenance Administration to DHFS from DWD, effective July 1, 2002. As a result of these shifts in program responsibility and funding, DHFS is now the state agency responsible for the administration of Wisconsin's Income Maintenance programs, including Medicaid/BadgerCare, Food Stamps, SSI Caretaker Supplement, Family Care and Funeral and Cemetery Aids.

Previously, the DWD Division of Workforce Solutions (DWS) Administrator's Memo series had been used to communicate information about IM programs to IM managers and their staff, as well as other Wisconsin stakeholders.

NEW DHFS/DHCF MEMO SERIES

DHFS/DHCF has now created its own Administrator's Memo series. The memo series will communicate information that is important to local agency management and other stakeholders, including (but not limited to) information about IM allocations, contracts, policy and program initiatives and training. It is expected that agency Directors will share the information in the Administrator's Memos as appropriate with others in their agencies.

We are using the last updated DWS Administrator's Memo mailing list and the last updated Income Maintenance Manual Appendix VII to distribute this memo. The first three memos in the new series will be distributed in printed format and posted to the website. Future DHCF Administrator's memos will only be posted to the DHFS web site at http://www.dhfs.state.wi.us/em/admin_memos/index.htm. E-mail notifications will be sent when a new memo is posted to this site.

To ensure that the e-mail notices are sent to the appropriate people, we need to create a current list that includes e-mail addresses of the person(s) you would like to receive the notices. Please send the following information to Jon Bartels at barteJM@dhfs.state.wi.us by April 30, 2003:

Name
Title
Agency
Phone number
E-Mail address

Please note that future plans for the DHCF Administrator's Memo series site will be to offer the same functionality as the BIMA/BWP Operations Memos site, including an historical listing of the memos, the ability to subscribe and unsubscribe to the notification process and search capabilities. To view the BIMA/BWP Operations Memo website, go to http://www.dhfs.state.wi.us/em/ops_memos/index.htm

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